

**Attendance:** Karen, Erica, Sue, Tom, Cate, John, Sarah, Barry, Don

**Regrets:** Jos

**Absent:**

Topic	Discussion/Motions	Action Needed
<u>Adopt Minutes:</u> <ul style="list-style-type: none"><li>February 28<sup>th</sup>, 2017</li></ul>	<i>*Sarah moves to accept the minutes from February 28<sup>th</sup>, 2017. 2<sup>nd</sup>: Karen. All in favour (AIF).</i>	
<u>Reports</u> <ol style="list-style-type: none"><li>Treasurer</li></ol>	<ul style="list-style-type: none"><li>Opening Balance (January 31<sup>st</sup>, 2017) \$2,020.58 Revenue: \$0 Expenses: \$288.54 Closing Balance (February 28<sup>th</sup>, 2017) \$1,732.04</li><li>Savings Account Balance (Feb. 28<sup>th</sup>, 2017) \$20,474.77</li><li>Cate transferred \$8,000 from our savings into chequing. (Not shown here)</li><li>Waiting on invoice from Andrew for the sound estimate.</li><li>Wrote a cheque for RD costumes.</li><li>Cate is looking for clarification regarding the invoices from the RD sponsors.</li><li>Discussed RD ticket sales and the need to keep track of the amount sold and what type for each venue. Sarah will inform Rachel.</li></ul>	<b>Sarah</b>
<ol style="list-style-type: none"><li>Costume Department</li></ol>	N/A	
<ol style="list-style-type: none"><li>Orchestral Committee</li></ol>	Group of musicians has been meeting about once a month. They will be meeting again on the 28 <sup>th</sup> .	
<u>Hall Issues</u> <ol style="list-style-type: none"><li>March Maintenance Binder</li></ol>	<ul style="list-style-type: none"><li>Clean bathrooms. They look okay for now. Should be done after the show rehearsals are over. Sue will do.</li></ul>	<b>Sue</b>
<ol style="list-style-type: none"><li>Fortis Meter &amp; Issues</li></ol>	<ul style="list-style-type: none"><li>NG Refrigeration gas fitter came to inspect the furnace venting. During inspection the vent pipes broke apart in his hands. They had to scrounge enough from another contractor to patch the pipe until they received the parts they need to do a proper repair. They also inspected the chimney flue liner and noticed some pinholes. They recommend that the flue liner be replaced and that the existing galvanized vent</li></ul>	

	<p>pipes be replaced with double vinyl pipe to eliminate corrosion caused by condensation.</p> <ul style="list-style-type: none"> <li>• Karen asked whether we had the proper safety measures in place in regards to CO in the furnace room and No Excuse using that room to rehearse in. It was decided via email that we will purchase CO detectors for every floor of the building.</li> <li>• NG Refrigeration came back to replace the vent pipe and cleaned the burners at a cost of \$276.95. Tom sealed the joints of the vent pipe with metal tape.</li> </ul>	
3. Other	<ul style="list-style-type: none"> <li>• The front legs on the sink in the lady's bathroom need to be fixed. Tom will do.</li> <li>• Tom and Sue found 3 old doors that we no longer need while cleaning. They offered to purchase them all for \$75. The Exec. sees no problem with this.</li> <li>• The water lines to the second floor have been capped off in the basement and the lines removed. The old lines to the next room were also removed. Kiwi Plumbing did the work. It took about 30 minutes. When asked for the bill, he said that since we are non-profit there would be no charge. We will send them a thank-you note with two complementary tickets to RD.</li> </ul>	<b>Tom</b>
4. Set & Props Clean-up	<i>Tabled until May.</i>	
<u>Productions:</u>		
1. Mainstage 2017- RD		
a) Venue Issues	<ul style="list-style-type: none"> <li>• We have found school designates for all venues. All venue "issues" have been resolved.</li> </ul>	
b) Approve Budget	<p>Karen presented the final draft of the budget.</p> <ul style="list-style-type: none"> <li>• Projected costs- \$13,249.20</li> <li>• Projected revenue- \$14,940.00</li> </ul> <p><i>*Sarah moves to accept the budget for Reluctant Dragon. 2<sup>nd</sup>: Tom. AIF.</i></p>	
c) Production Report	N/A	
d) Other	<ul style="list-style-type: none"> <li>• Still looking for a sound person.</li> <li>• Sarah will check with Rachel whether they need a lighting person or not. Marcel Charette works on Saturdays now and will not be able to do it. But, he is willing to train someone.</li> <li>• Advertising is VERY important for this show. Karen has provided a healthy budget for this. Sarah will speak with Rachel about giving comp tickets to the radio stations for contests.</li> <li>• We are still looking for Front of House for Trail and Castlegar.</li> </ul>	<b>Sarah</b>

	<ul style="list-style-type: none"> <li>• Karen would still like to donate tickets to Trail Fair (Trail &amp; Rosslund shows) and Castlegar Family Place (Castlegar shows). She suggests 20 tickets for each venue. Karen will find out who would like tickets and for what shows before distribution so that the Production Team are aware of who is attending what show. <i>*Karen moves we give up to 60 free tickets to Trail Fair and Castlegar Family Place. 2<sup>nd</sup>: Sarah. AIF.</i></li> <li>• <i>*Tom moves we give 2 complementary tickets to Kiwi Plumbing for the free work they did on our pipes. 2<sup>nd</sup>: Karen. AIF.</i></li> </ul>	
2. Fall 2017	Perhaps Jamie Santano's show may be ready? Sarah will contact her.	<b>Sarah</b>
3. Mainstage 2018	<ul style="list-style-type: none"> <li>• It was suggested we strike a committee ASAP to get the ball rolling. Sarah will mention it at the next rehearsal and Erica will email the membership. We need someone who is willing to head up the committee. The board needs to draft what our expectations are and what outcomes we'd like to see from said committee.</li> <li>• The Bailey (CBT) has been held for March 2/3 (2018), with the preceding week. However, if someone else wants to book those dates, we will have to put down a deposit to hold them.</li> </ul>	<b>Sarah Erica</b>
<u>Ongoing Business</u>		
1. Website Maintenance	Barry will follow up with Jason Friesen on a new design. It needs a "home page" with just important info (i.e.: current show and links) on it and a separate "about" page with other info or events. The PayPal attachment needs to be added ASAP.	<b>Barry</b>
2. Insurance	<ul style="list-style-type: none"> <li>• Our insurance covers all members at all venues, including climbing ladders, walking catwalks, etc.</li> <li>• Barry is double checking with the insurer as to who qualifies as a member or outside user to be sure if No Excuse requires their own insurance or not. One member of the band is a current RLOP member.</li> <li>• We need to ensure we create a list of assets when we do the Hall Clean-up in May.</li> </ul>	<b>Barry</b>
3. Policy & Constitution a) Form a Committee	We either have to form a committee or the executive will have to have a few special meetings if we are to present this at the next AGM. After discussion, it was decided that we do have time to look at a) the wording/definition of membership, b) the number of executive members (We should have an odd number	<b>Sarah</b>

	unless the President doesn't get a vote.) and c) to check the spelling and grammar. We will not have time to consider the new Societies Act rules, however these do not have to be implemented until November 2018, so we will wait on that until the new executive is in place.	
b) Criminal Record Check	We still have questions about requiring this of our members every year and whether we should require this of teens as well as adults. There is concern that this may turn some people away from our organization. We are not required to do this, but it is becoming routine in most other organizations that work with children. There is no fee for volunteer groups like ours and the forms can be filled out and sent in privately online. Barry asked if just a written statement from members stating that they don't have a criminal record would be sufficient and was told that no, this would not cover us in a lawsuit.	
4. Electric Piano	We will need a carrying case for it. The case for the old piano may work. Tom will see if we can make it work. If it is to be left set up, it will need a dustcover. Karen will contact Shirley Mendoza about getting one made.	<b>Tom Karen</b>
5. Hall Bookings	N/A	
6. Sound	Barry is having Andrew send us a new quote that has the lower cost mics that he spoke of. We would like to go with the less expensive mics rather than the ones in the quote and in February's minutes. Barry will order these by the end of the week to ensure they will arrive in time for RD.	<b>Barry</b>
7. Grants	<ul style="list-style-type: none"> <li>• Barry has been working with Neil Harrower with ArtsBC on grants we should apply for, etc. They have identified 7 more grants that may be available to us.</li> <li>• He has started looking further into the renovation ideas for the Hall.</li> <li>• He spoke with Canada Council for funds to possibly finance a Musical Director.</li> <li>• Spoke of having the governance workshop shortly after the AGM.</li> <li>• Tom and Sue believe we should be looking for a grant to replace our furnace.</li> </ul>	<b>Barry</b>
8. Laptop & TV	<i>Tabled until May.</i>	
9. Hall Photos	<i>Tabled until June.</i>	
10. ThoughtExchange	<i>Tabled until June.</i>	
<u>Approved New Business</u>		
1. AGM	Set for Saturday, May 20 <sup>th</sup> . Meeting will start at 6:00pm with a potluck to follow. Sarah will put a notice in the newspapers. Erica will email the membership and do a Facebook event. Notice of AGM and changes to the	<b>Sarah Erica</b>

	constitution must be out to members no later than May 6 <sup>th</sup> .	
2. Presidents Binder	Should contain an up to date constitution, policy manual and production manual.	
3. List of Community Events	Sarah suggests this is something the Engagement Committee take on after RD is over.	
4. Columbia Basin Culture Tour	<p>Patricia Senecal sent us a proposal via email: This is the ninth annual tour taking place August 12-13. It is a self guided tour funded by C.B.C.T. Stops include local arts, Heritage and culture and are all free to visit on tour dates.</p> <p>"Participating as a venue allows you to really connect with locals, develop a wider audience, educate the public about what you do, market your activities, and attract visitors to your community." For the tour, the definition of arts includes visual, written, performing, media and inter-arts.</p> <p>Other benefits to participating venues include signage, posters and postcards to promote participation and inclusion in the brochure.</p> <p>The registration deadline is April 13, but there is a discount of \$10.00 for those registering by March 31st. (\$40.00.)</p> <p>Patricia believes we would be an excellent venue for the public to see as we have a treasure house of old music, scripts, sets, props and of course costumes. We also have our book to showcase. It would be a good reason to give the main floor a good scrub and reorganize.</p> <p>There were many ideas thrown back and forth via email on what we could do.</p> <p>Patricia is available for those days and is willing to sign us up.</p> <p><b>*Karen moves we register for the Columbia Basin Culture Tour. 2<sup>nd</sup>: Sue. AIF.</b></p> <p>Karen and Patricia will register. We will mention it during the AGM to get a committee going.</p>	<b>Karen Patricia</b>
<u>Next Meeting</u>	Tuesday, April 11 <sup>th</sup> , 5:45pm.	
<u>Adjourned</u>	9:05pm	